

WOODLAND POND

Exterior Alteration Form

This form is for the use of Phase I residents only - Phase II residents may contact Design Management Associates at 644-6404 for instructions on submitting alteration forms.

Owner Information:

Last Name _____ First Name _____

Mailing Address:

Address of lot on which changes are proposed if different

Phone: Home _____ Work _____

Work to be done by third party contact information:

Name of Business _____ Name of Contact _____
Phone number(s) _____

When completed, return application, plat map, and any other related requirements to the Woodland Pond Homeowners' Association Architectural Review Committee at P.O. Box 136, Chesterfield, VA 23832, ATTN: ARC. Please direct questions to the WPHA Vice President.

I. DESCRIPTION OF ALTERATION

Describe in detail the changes you propose in accordance with the Woodland Pond Architectural Standards and the Declarations. Use additional pages if necessary and illustrate on a copy of your plat map the location of your improvement, if applicable. NOTE: CERTAIN TYPES OF ALTERATIONS REQUIRE A COUNTY BUILDING PERMIT. THE ASSOCIATION TAKES NO RESPONSIBILITY TO OBTAIN THAT PERMIT OR TO ENSURE THAT YOUR REQUEST CONFORMS TO LOCAL OR STATE ORDINANCES OR TO PROVIDE PERMITS IF NEEDED. Please call the appropriate authorities (e.g., Chesterfield County Building Inspector) if you have questions.

The change/changes proposed is/are (attach sheet(s) as needed):

FOR ARC USE	
Routing:	1) Association Site File 2) Copy of completed application with ARC determination to owner
APPLICATION APPROVAL	
Date of Receipt:	
Approved:	
ف As Submitted	
ف With provisions on page 2	
Approval Date:	
IMPROVEMENT INSTALLED	
ف As Submitted	
ف Not as submitted, Improvement is in violation as follows:	
<u>Document Article Section</u>	
_____	_____
Committee Representative	Date

II. ACKNOWLEDGEMENT OF ADJACENT OWNERS

Show and explain your completed application to the adjacent residents who would be most affected by the proposed alteration – two signatures are required.

III. ADJACENT OWNERS

Your signature below shows that you are aware of this application. It does not mean that you approve the project. If you disapprove, or wish to discuss the proposal, call the Architectural Review Committee.

Name _____	Name _____
Address _____	Address _____
Phone: Day _____ Evening _____	Phone: Day _____ Evening _____
Signature _____	Signature _____

IV. OWNER’S AGREEMENT

I have completed this application in good faith and it accurately represents the alteration I propose to make. I understand that approval of this application does not authorize me to violate any provisions of the Architectural Standards, Declaration or building and County zoning codes.

I understand and agree that any construction or alteration undertaken prior to receipt of the Architectural Review Committee’s approval is at my own risk, and that I may be required to return the property to its former condition at my own expense should the application be disapproved wholly or in part and I may be subject to fines.

I give permission to representatives of the Architectural Review Committee to enter my property at any reasonable time for the purpose of inspecting the area for the proposed project, the project in progress, or the completed project and that such entry does not constitute trespassing.

I understand that work must be completed in a workmanlike manner as soon as possible after the Committee’s approval and that the improvement must be built only on the applicant’s property.

Signature of Owner _____ Date _____

V. ARCHITECTURAL REVIEW COMMITTEE (ARC) REVIEW

The ARC will process this application without undue delay, although sixty (60) days for review is permitted. The procurement of additional required information may extend the processing time and in no way may be construed as a waiver of authority by the Committee. The architectural review process is described in the governing documents and the rules. If you wish to discuss this application with the Committee, contact the Committee Chair. If you disagree with the decision of the Committee, a written appeal may be made within ten (10) days of receipt of the decision to the WPHA Board.

FOR ARC USE